



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96205-5237

REPLY TO
ATTENTION OF:

11 SEP 2008

FKCC

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: US Forces Korea (USFK) Command Policy Letter #23, Volunteer and Public Service Awards

1. This policy supersedes USFK Command Policy #23, 9 June 2006. This policy remains in effect until rescinded or superseded.
2. References:
 - a. President's Volunteer Service Award Program,
<http://www.presidentialserviceawards.gov/>.
 - b. 2006 Code of Federal Regulations, Title 5, Volume I, Parts 451.
 - c. Executive Order 12830, Establishing The Military Outstanding Volunteer Service Medal, 9 January 1993.
 - d. Department of Defense (DoD) Instruction 1100.21, Voluntary Services in the DoD, 11 March 2002.
 - e. Army Regulation 608-1, Army Community Service Center, 21 July 2006.
 - f. Army Regulation 600-8-22, Military Awards, 11 December 2006.
 - g. Air Force Instruction 36-2803, The Air Force Awards and Decorations Program, 15 Jun 2001.
 - h. Secretary of the Navy Instruction 1650.1G, Navy and Marine Corps Awards Manual, 7 January 2002.
3. This policy applies to all USFK military, civilian employees, and family members.
4. Volunteer recognition is Commander and leader business. Volunteers make tremendous contributions across US Forces in Korea. They do more than accomplish specific tasks; they demonstrate compassion, commitment, and enthusiasm. In doing so, they help sustain and enrich our lives, while helping us do our jobs. Their success in helping us accomplish our missions and enhancing our quality-of-life programs should be officially recognized. Service Component Commanders are encouraged and empowered to recognize the great efforts of volunteers with appropriate official awards.

This letter can be found at <http://www.usfk.mil/USFK/index.html>

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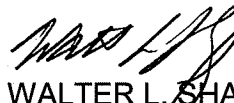
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5. Preparing nominations for awards are not difficult. While the criteria across the Services varies, a decision to nominate an individual for a volunteer or public service award can be based on contributions, performance, or even on accumulation of hours worked.

Regrettable, some commands only see the recorded accumulation of "hours volunteered" as the only criteria for recommending an award. This is unfortunate and improper, as volunteers can contribute in a variety of important and selfless venues and never have their hours officially counted. Volunteers should be recommended for an award because they deserve it, not solely because of recorded accumulated hours. If the signature of the USFK Commander is desired on one of these awards, nominations must be submitted at least 60 days before the intended presentation date.

6. Our volunteers often work behind the scenes. Because of this, their accomplishments could go unrecognized. Don't let this happen in your organization. It is a command responsibility for commanders and leaders at all levels to give these selfless individuals the recognition they deserve by nominating them for volunteer and / or public service awards. This recognition will demonstrate that we appreciate those who selflessly dedicate and volunteer their time to help make our lives better.

7. POC for this policy letter is J1 Personnel Policy and Programs Branch, DSN 723-4718, usfkj1jmod@korea.army.mil.



WALTER L. SHARP
General, U.S. Army
Commander

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